



TO : All Concerned Personnel
FROM : MGBO Accounting Head
SUBJECT : **Payment Accommodations from MGP Accounts**
DATE : October 27, 2011

There will absolutely be no more accommodation of corporate payments from MG's personal accounts unless all of the following conditions are met:

- (a) there is a good reason for it (i.e. lack of bank account, cost of wiring, etc.)
- (b) the case must be explained to MG in writing why there is absolutely no alternative. If approved, the email approval must be forwarded to MGBO for execution of payment accommodation
- (c) for all entities that have to make payments, bank accounts have to be opened on time

MG does not want to see any request unless these three (3) steps are thoroughly followed. In addition, he will only allow accommodation of payments if reimbursements are done within one week.

The above shall apply to MG's bank accounts, PayPal account and credit cards.

Your utmost cooperation is highly appreciated .

Leni Ambayan
Accounting Head